



## **REQUEST FOR QUALIFICATIONS (RFQ)**



### **WORK READINESS CREDENTIAL ASSESSMENT & TRAINING *Summer Youth Employment Training Program Pilot***

Issue Date: April 1, 2009

Administered By:



Equal Opportunity Employer/Program  
Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities  
TTY: 562.570.4629

## TIMELINE

DATE	ACTION
April 1, 2009	RFQ Released
April 10, 2009	Deadline for Submission of Questions
April 17, 2009	Proposals Due by 12:00 p.m.
April 17-21, 2009	Review of Submissions
April 27, 2009	Vendor Selection Announcements
April 28 - 30, 2009	Agreement Negotiations with Approved Vendors
May 2009	Services Begin

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## **PURPOSE**

This procurement is intended for individuals and agencies qualified and interested in providing National Work Readiness Credential Pilot Project assessment and/or training activities that support the Network's 2009 Summer Youth Program – as part of its overall Hire-a-Youth strategy. Services may be delivered onsite at Network facilities, at vendor facilities, and/or at other community-based locations. Agreements will initially be entered into for the 2009 Summer Program to operate from May 1, 2009 - August 31, 2009. Upon demonstration of successful service provision through the Pilot, the Network reserves the right to expand the model to target young adults and other jobseekers beyond Summer 2009 for one-year periods in 2010 and 2011.

## **BACKGROUND**

Administered by the City of Long Beach, the Workforce Investment Network (Network) coordinates and oversees services supporting the workforce needs of the residents and businesses of Long Beach, Signal Hill, Torrance, and Lomita. Through partnership with the City of Los Angeles, the Network further coordinates services to the communities of San Pedro, Wilmington, Harbor City and Harbor Gateway.

The Network's Workforce Investment Board (WIB) serves, alongside the local chief elected officials of Lomita, Long Beach, Signal Hill and Torrance, as the policy and oversight entity for Workforce Investment Act (WIA) funds which support these communities. The WIB provides strategic oversight for WIA-funded youth, adult and business workforce programs through five locations and multiple non-profit and educational institutions throughout the region. Specific to this RFQ, the Network intends to fund and administer the Summer Youth Program Work Readiness Credential through the following locations:

- Youth Opportunity Center, 3447 Atlantic Avenue, Long Beach, CA 90807
- Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807
- Center for Working Families, 1900 Atlantic Avenue, Long Beach, CA 90806
- Torrance Career Center, 1220 Engracia Avenue, Torrance, CA 90501<sup>1</sup>
- Auxiliary locations within the Network Service area

## **NATIONAL WORK READINESS CREDENTIAL PILOT PROJECT & WIA SUMMER YOUTH PROGRAM**

As part of its strategic planning process the WIB established a number of priorities, including implementing a Work Readiness Credential in partnership with business. This credential is intended to enhance the skills development and entry-level job readiness for residents. The National Work Readiness Credential ([www.workreadiness.com](http://www.workreadiness.com)) is the model selected for testing, subject to final ratification by the WIB. Given passage of the American Recovery and Reinvestment Act, the Network desires to implement this pilot project as part of the 2009 Summer Youth Program and include basic skills remediation as a required element for those youth in need.

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<sup>1</sup> Planned, formal opening in Spring 2009

### **YOUTH OPPORTUNITY CENTER SERVICES**

Through a network of community-based organizations and educational entities, the Youth Opportunity Center (Center) conducts and coordinates various services for youth ages 14 – 24. These services include the provision of information on education and employment pathways connected to key industries; entrée to volunteer positions and community resources; access to the Center's labor marketing information, career exploration and other related equipment; academic and career advisement; and youth-focused Career Academies operated by local non-profits and education institutions that align with high-growth/high-wage career opportunities.

The Center's Hire-a-Youth Program provides specific employment preparation and placement support to youth around work experience and internship strategies; job shadow opportunities; hiring events, including the annual Summer Opportunities job fair; employment preparation and work readiness workshops; and job coaching.

Currently, the Center provides foundational work readiness components to support programs both in-house and through partnering agencies. For example, through the Hire-A-Youth Program, a locally issued work readiness certificate is currently awarded to youth who successfully complete a series of three employment preparation workshops.

### **SERVICE SPECIFICATIONS**

To expand the focus on business needs and jobseeker foundational skills for entry-level employment, the Network desires to implement a more formal work readiness credential. Subject to final WIB approval, the Network plans to adopt and implement the National Work Readiness Credential (NWRC) as a pilot project during the Network's 2009 Summer Youth Program. Approximately 1,200 youth will be trained and placed in subsidized employment, with work readiness assessment and training components provided both in-house, and by selected vendors.

For the purpose of the pilot efforts, there is a sequence of services related to the summer employment schedule:

It is anticipated that all youth will receive the NWRC assessment as a pre-test. Youth will then participate in meaningful summer internship, externship, entrepreneurial, and work experience opportunities with non-profit organizations, public, and/or private sector employers. Administration of the NWRC post-assessment will complete the pilot project, with the goal of attaining the work-ready credential.

The NWRC is based on business-defined standards for entry-level jobs. Its applied skills assessment is based on the nationally validated Equipped for the Future (EFF) learning standards, created as part of the National Institute for Literacy's ten-year standards development initiative. The NWRC incorporates a web-based assessment, and is based on four modules of real world scenarios:

- Situational judgment;
- Oral language;
- Reading with understanding; and
- Using math to solve problems

These modules enable candidates to demonstrate their ability to integrate communication, interpersonal, decision-making, and learning skills in the workplace.

### **Proposed Service Options**

The Network is requesting qualifications responses for class-based training components (basic skills remediation and work readiness instruction) to support development of proficiency in the EFF skills. This functional level will allow youth to successfully pass the post-assessment as an indication of their ability to carry out critical entry-level tasks and behaviors. Bidders may also choose to propose services of conducting the youth's pre-and/or post-assessments, and issuing the credential.

All assessment and training components proposed must be in accordance with the National Work Readiness Certificate's EFF learning standards. NWRC curriculum guides are available as tools for training preparation. Information on standards and curriculum guides is available at <http://www.workreadiness.com/images/training.pdf>. Services are to be provided in the communities of Long Beach, Signal Hill, Torrance and/or Lomita.

### **(This service element is optional for Bidders)**

Facilities, Materials, and Equipment

#### ***(1) Optional Assessment / Credentialing Services***

The National Work Readiness Council partners with CASTLE Worldwide, a leading certification and licensure testing companies, who provides technical set-up and ongoing assistance. Bidders who choose to provide assessment / credentialing services will need to:

- Review the NWRC's *Becoming an Assessment Site for the National Work Readiness Credential Introductory Guide*  
(<http://www.castleworldwide.com/nwrc/documentation/BecomingNWRCAssessmentSite.pdf>)
- Follow the Start-up Checklist (Page 2)
- Ensure the proposed site meets the basic requirements for a testing center (Page 6)
- Complete the two-page online Assessment Site Application (Page 9) or  
[http://www.castleworldwide.com/nwrc/asp/nwrc\\_site\\_application.asp](http://www.castleworldwide.com/nwrc/asp/nwrc_site_application.asp)

Contact Information:

#### **NWRC**

Joe Mizereck, Director

(800) 761-0907

[Joe.Mizereck@workreadiness.com](mailto:Joe.Mizereck@workreadiness.com)

#### **CASTLE Worldwide**

NWRC Account Coordinator

(919) 572-6880

[www.castleworldwide.com](http://www.castleworldwide.com)

For successful bidders, the Network will provide the following assessment / credentialing costs:

- One-time site certification fee \$300
- Training fee for 2 proctors 25 each = \$ 50
- Youth Candidate credentialing / testing fees (All 4 assessments) \$ 65

Successful bidders will be responsible to ensure their sites meet the basic requirements to become a certified testing center and to complete the certification process in a timely manner. They must also agree to promote the opportunity to earn the NWRC and assist the WIB/Network with recruitment efforts.

*Youth not pre- or post-tested by the bidder; i.e. bidder opts out of this section, will be assessed by the Network's Youth Opportunity Center or other WIB-determined site. Vendor will waive involvement in that process, and ability to incur fixed cost reimbursement for the specific staff- and infrastructure-related costs described above.*

**(This service element is required of all Bidders)**

**(2) Training Components: Basic Skills Remediation and Work Readiness**

Bidders must propose training components that include both basic skills remediation and work readiness in line with NWRC curriculum and standards. Bidders may choose to offer these services at Network facilities, their own, or community-based locations.

The Network's Centers offer a variety of facility resources including computer labs, customer resource centers, and conference rooms. The following information will help bidders to determine implementation process details:

- The Network will provide staff oversight for room reservations and will facilitate customer attendance.
- Conference rooms must be reserved in advance and are subject to availability and the Network's schedule.
- Network staff will NOT be available to provide assistance to trainers.
- All training material preparation must be completed by the vendor prior to the implementation of a training session.
- Network equipment, including copiers, fax machines, and computers, will NOT be available for use by trainers.
- The vendor must provide all supplies needed for each session.
- Office space will not be provided to vendors.

**Curriculum**

To assist youth to pass the assessment and attain the NWRC, bidders must propose class-based training components that include basic skills remediation and work readiness instruction and which support development of proficiency in the EFF skills. Bidders may propose use of existing NWRC curriculum or an equivalent alternative. NWRC curriculum and guides may include:



- *Getting Ready for the National Work Readiness Credential* - a downloadable guide with specific steps to help improve proficiencies, links to curriculum and teaching materials  
<http://www.workreadiness.com/images/training.pdf>
- Florida Works provides free curriculum and materials for a 25 hour Job Retention Training (workbooks *Making the Most of Your Job* and *Problem-Solving on the Job*) covers all EFF standards but the math module.  
<http://www.floridaworks.org>

All training material preparation must be completed by selected vendors prior to implementation of the training sessions. Vendors must provide all supplies needed for each session. Proposals that include collaboration or partnership with local educational agencies will receive a more favorable rating.

### **Performance Outcomes & Cost Reimbursement**

Performance goals for youth enrolled in this NWRC pilot project will focus on youth passing all four assessments. Payment benchmarks will be on a cost plus fixed fee basis - with 90% of vendor costs reimbursed for services rendered, and 10% reimbursed based upon whether the vendor's trainees meet established pass rates and attain the Credential. The final mix of cost reimbursement versus fixed costs will be negotiated with each vendor selected. Factors considered during these negotiations will include the vendor's proposed service levels and the Work Readiness performance standard imposed on the Network by the California Employment Development Department through Recovery Act funds. An example/scenario of the payments process:

- Vendor Contracts with WIB to Prepare and Train X Young Adults for a total of \$Y Dollars
- For training and preparing the X referrals, vendor will receive 90% of the Y contract amount under its cost reimbursement portion
- For attainment of the TBD State/WIB adopted goals under Recovery Act, vendor will receive remaining 10% of the total \$Y dollars under its fixed-fee portion. Vendors not attaining the full performance goal will only earn a portion of \$Y dollars - as will be negotiated into contracts

### **Customer Feedback**

The Network will generate customer satisfaction surveys following the delivery and facilitation of assessment and training sessions. Feedback will be analyzed and distributed to vendors at the conclusion of the Summer Youth Program. Survey results will be used to evaluate project model, curriculum and content development, and for evaluation purposes of vendors providing training.



## **SUBMISSION REQUIREMENTS**

Provide a response to the Narrative Questions regarding the proposed NWRC activities to be implemented in the Network's service area. This section is limited to five single-sided, single-spaced pages. There is no limit to the attachments section.

### **Narrative Questions**

Response to the following narrative section is limited to five single-sided, single-spaced pages:

1. Experience and Background of Applicant – Describe the relevant experience and background the vendor brings to the Network service delivery system. Describe information on why the applicant is qualified to conduct work readiness assessment/training and discuss prior experience. Describe any specific experience the applicant has delivering services in the Network's service area.
2. Proposed Work Readiness Components– Describe the proposed assessment (optional) and training/basic education (required) components to be provided by the vendor. Include in the response a description of the assistance youth will receive to assist with their workforce-related needs, hours of operation, location of services, and proposed capacity or number of youth to be served. Indicate whether proposal contemplates using NWRC-related curriculum or an alternative. If an alternative, explain how that meets the needs of this project and adheres to the EFF framework.

Complete the Work Readiness Assessment/Training Summary Form (Attachment C), and attach/include samples of curriculum/content to be provided to customers.

3. Proposed Trainer(s) – Provide a description of each proposed trainer outlining his/her experience and why he/she/they are qualified to conduct the proposed training for youth. Please include reference to any specific certifications or qualifications that the trainer possesses in line with the assessment/work readiness activities proposed. A complete and current resume must be included for each proposed trainer as attachments to the proposal.
4. Proposed Cost for Services – Provide a detailed budget and corresponding narrative (description of each item), outlining costs associated with the proposed activities. Do not include the Network-provided costs for assessment/credentialing noted above. All other costs are to be borne by the vendor.
5. Letters of Reference – Include as attachments two letters of reference from other contracted entities for services provided within the last five years. Reference letters must be on referring agency letterhead and provide details of the services that were provided and outcomes obtained. Letters should also include contact information for use by the Network's contract review team during the proposal evaluation period.

### **Submission Instructions**

Completed proposals must be typewritten in Arial size 12 font on 8 ½" x 11" white paper (one-sided pages) bound by one staple or binder clip on the top, left-hand corner. Narrative responses are limited to a total of five pages, and there is no limit to the attachments section. Required forms do not count towards any page limitation. Proposals may not be submitted in binders or covers. Sample work readiness training curriculum provided as evidence with the proposal becomes part of the proposal document submitted to the Network and will not be returned to the vendor.

**Five copies of each proposal**, of which one must bear original signatures, should be submitted to: Review Team, Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807. **All proposals must be received no later than 4:00 p.m., Friday, April 17, 2009.** Proposals will be accepted by hand-delivery, US Postal Service mail, or mail courier services only. **Proposals will not be accepted via email or fax.**

**Questions regarding the requirements or content of this RFQ will be accepted in written format only. All questions should be either emailed or faxed to: [workforce\\_dev@longbeach.gov](mailto:workforce_dev@longbeach.gov) or (562) 570-3704.** The deadline to submit questions is 4:00 p.m. on Tuesday, April 10, 2009. Questions and responses will be posted on the Network's website, [www.pacificgatewayworkforce.com](http://www.pacificgatewayworkforce.com).

Submissions must address all sections and narrative questions identified in the Submission Requirements section of this RFQ. Responses that omit responses to required sections will be considered non-responsive. To assist raters in effective evaluation, please number and restate questions in the same order as they appear in this RFQ document. Incomplete proposals will not be reviewed. A complete proposal must include the following information/completed forms in the following specified order:

- a. RFQ Cover Sheet (Attachment A)
- b. Narrative Responses
- c. Work Readiness Assessment/ Training Summary Form(s) (Attachment C and Work Readiness Content and Curriculum)
- d. Attachments
  - i. Letters of Reference
  - ii. Presenter Resume(s)
- e. Agency Experience Verification Form (From One Contracting Agency, Attachment B)
- f. Debarment Certification (Attachment D)
- g. Drug-free Workplace Certification (Attachment E)
- h. Lobbying Certification (Attachment F)

### **EVALUATION PROCESS / CRITERIA**

Complete submissions received by 4:00 p.m., Friday, April 17, 2009 will be reviewed based on criteria further explained below.<sup>2</sup> Staff may conduct site visits or interviews with vendor staff to determine the vendor's capabilities in providing proposed services. The following criteria have been developed to score workshop proposals received under this solicitation:

▪ Qualifications, Experience, and Expertise	35 Points
▪ Quality of Work Readiness/Basic Education Content / Curriculum	40 Points
▪ Cost	25 Points
<b>Total Points Possible</b>	<b>100 Points</b>

### **GENERAL INFORMATION**

Vendors awarded agreements under this RFQ must be ready to implement agreed upon services beginning mid-May 2009. Network staff will work with contract awardees to determine appropriate referral processes to assessment and training sessions.

1. The information submitted in response to this solicitation is not legally binding. However, any financial agreements based on the proposals and subsequent negotiations become legally binding after both parties have signed them. All resulting agreements, financial and non-financial, will provide mutual termination clauses between the two agencies.
2. The City of Long Beach, administering entity for the Pacific Gateway Workforce Investment Network, has the right to reject any proposal that does not conform to program goals and objectives, and may request redesign after submission. Incomplete submissions will not be reviewed. The submission must contain accurate and complete information as requested by the RFQ. The City reserves the right to disqualify any submission that contains inaccurate information.
3. All submissions become the property of the City and Workforce Investment Board. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
4. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition and either reissue

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<sup>2</sup> The City of Long Beach and the Pacific Gateway Workforce Investment Network reserve the right to reject any or all proposals.

the RFQ or enter into a sole source agreement with the sole respondent. The City reserves the right to select more than one party to provide these services.

5. The term of the initial agreement will be for four months. The agreement will begin in May 2009 and conclude on August 31, 2009. Upon demonstration of successful service provision, the WIB reserves the right to expand the model to target youth, adult and dislocated workers for a two, 1-year periods. An extension may be approved based on the following factors: availability of funds, successful performance per contract terms, and the expressed needs of the customer and Network.
6. Should new WIA legislation or changes/clarifications related to the Recovery Act related to the Workforce Investment Network's funding of program delivery occur during the RFQ funding cycle, the City reserves the right to publish a new procurement in order to adhere to modifications and related compliance and regulatory issues.
7. Payments for the service described in this RFQ will be paid on an agreed upon Fee Service Schedule. Payment is contingent upon the satisfactory achievement of the standards and goals of the agreement as determined by the City in accordance with negotiated completions and standards.
8. The Workforce Investment Network will review responses as initially submitted. No changes, additions, or resubmissions will be accepted after the initial deadline for submission.
9. Any costs proposed within the submission must be valid from the date of the proposal through September 30, 2009, at minimum, and must include any/all costs expected to be paid by the Network.
10. No late submissions, whether mailed or hand-delivered, will be accepted.
11. Respondents may be asked to provide additional information as needed.
12. The submissions selected become part of the financial and/or non-financial agreements between the City and organization, and as such become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix. Agreements will reference the Appendix, but will not be available for public viewing. The entire submission cannot be held confidential; designations must be very specific.
13. The City will retain all material. It reserves the right to reject any or all submissions and to partner and/or enter into agreements in its best interest. The City reserves the right to solicit further submissions based on level of response or changes in available funding or program design.

14. This announcement and its attachments are an RFQ and are invitations for prospective individuals/firms/community organizations to respond. Although this solicitation is in RFQ format and will follow RFQ conventions, the City expressly intends that the procurement of work readiness providers is a professional service and is not bound solely by the lowest price, where costs apply.
15. Contract awards will be based upon several factors, including but not limited to cost, qualifications to provide such services, and content supporting proposed services.
16. Organizations proposing must be Affirmative Action/Equal Employment Opportunity Employers. Contractors will be required to meet EEO requirements as applicable.
17. Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and Network policy set forth the guidelines for grievance procedures in connection with WIA programs operated by the City. These sections govern appeals of RFQ funding recommendations. In accordance with such regulations, the only circumstances under which an appeal of the City funding recommendations will be considered are if the bidders allege that the City has violated a provision of the Workforce Investment Act (Public Law 105-220) or its regulations; and/or the City has violated a provision of the RFQ's stated process.

There can be no appeal of the funding decisions, unless based on either of the above circumstances. Appeals must be in writing and cite the section of the law and/or the RFQ that has been violated. Appeals must be received within three (3) business days following issuance of a notice of funding recommendations. A hearing date will be set within five business (5) days of an appeal. Appeal must be submitted by fax or mail to:

Appeals Team  
Pacific Gateway Workforce Investment Network  
3447 Atlantic Avenue  
Long Beach, CA 90807  
Fax: (562) 570-3704

Copies of the above-referenced laws, regulations, and City policy may be obtained upon request.

18. For resulting agreements that are financial in nature and in order to contract for funds with the City, an organization must:
  - a. Not currently be listed on any federal, State of California, or local Debarment List;
  - b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service;
  - c. Provide valid documentation of a Long Beach business license. All approved vendors must have a business license with the City of Long Beach; proof will be requested during contract negotiations and is not required at time of proposal submission. Any business located in Long Beach or providing a service in Long

- Beach must obtain a business license. Businesses operating without a license may be subject to fines. Information about business licensing can be obtained by calling (562) 570-6211 or by accessing information online: [www.longbeach.gov/finance/business\\_license/general\\_information.asp](http://www.longbeach.gov/finance/business_license/general_information.asp)
- d. Provide documentation of current fiscal and compliance audits, as required by law;
  - e. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;
  - f. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements;
  - g. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
  - h. Ensure that reports and/or documents contain correct information;
  - i. Adhere to and sign forms regarding Lobbying, providing a Drug Free environment, and a Debarment assurance form.
  - j. Ensure that:
    - 1. Funds are not used to assist, promote, or deter union organizing;
    - 2. Funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship
  - k. File required insurance documentation with the City's Risk Manager. The City must review all documentation requirements that subcontractors must carry:
    - 1. Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage
    - 2. Workers' Compensation as required by State law
    - 3. Blanket Honesty Bond for at least 25% of the amount of the grant
    - 4. Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles
    - 5. The City and its Officers, Employees, and Agents are to be covered as additional insured
    - 6. Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City
19. Organizations eligible to submit responses include governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.
20. As additional funding and funding streams become available, the Network reserves the right to continue to fund existing contractors, competitively procure other providers, or fund additional activities that are in the best interest of the Network and WIB.



## **RFQ ATTACHMENTS**

Attachment:

- A. RFQ Cover Sheet
- B. Agency Experience Verification Form
- C. Work Readiness Assessment/Training Summary Form
- D. Debarment Certifications
- E. Drug Free Workplace Certifications
- F. Lobbying Certification
- G. Pacific Gateway Workforce Investment Network Coverage Area Map



### ATTACHMENT A – RFQ COVER SHEET

Legal Name of Organization: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Website URL: \_\_\_\_\_

Legal Status of Organization (Please Check One): # of years in operation: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Public Agency/Government<br><input type="checkbox"/> Private-for-Profit Corporation<br><input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Faith-Based Organization<br><input type="checkbox"/> Educational Institution<br><input type="checkbox"/> Other: _____ |
|---|--|

If corporation, indicate State/year incorporated: \_\_\_\_\_

Board of directors or business advisory group? ☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please provide a list of the names of the members, their address, and their phone numbers in the attachments section of the proposal.

Proposing to provide services:

- ☐ Network-Wide (all four cities)
- ☐ Torrance/Lomita region
- ☐ Long Beach/Signal Hill region

**Acknowledgment:**

In compliance with the Request for Qualifications, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

\_\_\_\_\_  
 Print Name of Authorized Representative and Title

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

## ATTACHMENT B - AGENCY EXPERIENCE VERIFICATION FORM

*This Section to be completed by RFQ Applicant:*

A. Applicant Lead Agency Name:		
B. Funding Source Name:	C. Contact Person and Telephone No.:	
D. Contract Period:	E. Types of Funds:	
F. Amount Received:	G. Amount Spent:	
H. Contract Activities:	I. Years Working with this Funding Source	

*This Section to be completed by RFQ Applicant's Funding Source:*

J. Administrative Experience		YES	NO
1.	Has the agency shown the capability to successfully administer grant funds and meet contracted goals? (If "No," provide comments in section M)		
2.	Has the agency successfully resolved performance problems in a timely manner? (If "No," provide comments in section M)		
3.	Has the agency consistently submitted complete and accurate records and reports in a timely manner? (If "No," provide comments in section M)		
4.	Have there been any findings of irregularities regarding the agency, its officers, its Board of Directors? (If "Yes," provide comments in section M)		
5.	Has the agency had costs questioned by an audit or monitoring review? (If "Yes," provide comments in section M)		
6.	Does the agency have unresolved disallowed costs? (If "Yes," provide comments in section M)		

K. Probation Sanction		YES	NO
1.	Has the Applicant/Lead Agency been placed on probation in any program it has administered through your funding source? (If "Yes," provide comments in section M)		
2.	Has the Applicant/Lead Agency been sanctioned or had program funds de-obligated in any program it has administered through your funding source? (If "Yes," provide comments in section M)		

*List performance measures that have been utilized either by the funding source or in-house to measure the success of applicant's services or program.*

L. Performance Measures (e.g. Entered Employment Rate)	Benchmark Performance Level (e.g. 60% after exit)	Agency Performance Level (Actual Agency Performance Level)

**ATTACHMENT B continued - AGENCY EXPERIENCE VERIFICATION FORM**

Comments (Attach additional pages if needed):

**AUTHORIZATION OF VERIFICATION REPORT:**

\_\_\_\_\_  
Authorized Signature of Agency Verifying Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Signatory Verifying Report

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

**RFQ APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION:**

On behalf of my organization, I am authorizing the funding agency named on line B to release the information requested on this AGENCY EXPERIENCE VERIFICATION FORM and any other information that will aid the Pacific Gateway Workforce Investment Network in evaluating our demonstrated ability in providing workforce related services. All information so released will become part of a public document, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

\_\_\_\_\_  
Authorized Signature of Respondent/Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

**ATTACHMENT C – WORK READINESS ASSESSMENT/ TRAINING SUMMARY FORM**

*Please provide the following information.*

<b>Vendor Name</b>	
<b>Project Scope</b>	<input type="checkbox"/> Assessment <u>and</u> Work Readiness Training Proposed <input type="checkbox"/> Training Only Proposed
<b>Executive Summary of the Project</b> (250 words or less)	
<b>Trainer(s) Name(s)</b>	
<b>All Location(s) for Service Delivery</b> (proposed sites must be ADA compliant by May 2009)	
<b>Curriculum to be Used</b>	
<b>Proposed Youth Capacity for Pilot Project</b>	
<b>Proposed Project Cost</b>	

**ATTACHMENT D - DEBARMENT CERTIFICATIONS**

**Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions Certification**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date

**ATTACHMENT E - DRUG FREE WORKPLACE CERTIFICATION**

***The Long Beach City Attorney has mandated that all potential sub-contractors complete the following Drug-Free Workplace Certification form.***

LEGAL NAME OF AGENCY: \_\_\_\_\_

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - 1. The dangers of drug abuse in the workplace,
  - 2. The person's or agency's policy of maintaining a drug-free workplace,
  - 3. Any available counseling, rehabilitation, and employee assistance programs, and
  - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355( c ), that every employee who works for the proposed contract or grant:
  - 1. Will receive a copy of the agency's drug-free policy statement, and
  - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

**CERTIFICATION**

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Official's \_\_\_\_\_

Name: \_\_\_\_\_

Date Executed: \_\_\_\_\_ Executed in County of: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

**ATTACHMENT F - LOBBYING CERTIFICATION**

**FEDERAL CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. All sub-recipients of subcontracts, sub-grants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Name and Title of Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ATTACHMENT F continued - LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-grantee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all terms that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1<sup>st</sup> tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 check "sub-awardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 3 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFD-DE-90-001."

(continued)

**ATTACHMENT F continued - LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES**

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detail description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

**ATTACHMENT F continued - LOBBYING CERTIFICATION, SF-LLL Form**

**DISCLOSURE OF LOBBYING ACTIVITIES**

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352**

1. Type of Federal Action	2. Status of Federal Action	3. Report Type:
a. Contract b. Grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	a. bid/offer/application b. initial award c. post-award	a. initial filing b. material change <b>For Material Change Only:</b> Year _____ quarter _____ Date of last report _____

<b>4. Name and Address of Reporting Entity:</b> <b>Prime</b> <b>Subawardee</b> <b>Tier _____, if</b> <i>known:</i>  <i>Congressional District, if known:</i>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  <i>Congressional District, if known:</i>
<b>6. Federal Department/Agency</b>	<b>7. Federal Program Name/Description:</b>  <i>CFDA Number, if applicable:</i>
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$
<b>10 a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):	<b>10b. Individual Performing Services</b> (include address if different from No. 10a.) (last name, first name, MI):
(Attach Continuation Sheet(s) SF-LLL-A, if necessary)	
<b>11. Amount of Payment</b> (check all that apply): \$                      actual                      \$                      planned	<b>13. Type of Payment</b> (check all that apply): a. Retainer b. one-time fee c. commission d. contingent fee e. deferred other; specify: _____
<b>12. Form of Payment</b> (check all that apply): a. cash b. in-kind; specify: nature _____ value _____	

**14. Brief Description of Services Performed** or to be Performed and date(s) of Service, including Officer(s), Employee(s) or Member(s) contacted, for Payment indicated in Item 11:

(Attach Continuation Sheet(s) SF-LLL-A, if necessary)

<b>15. Continuation Sheet(s) SF-LLL-A attached:</b>	<b>Yes</b>	<b>No</b>
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16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Telephone No.: \_(\_\_\_\_)\_\_\_\_\_

**ATTACHMENT G - WORKFORCE INVESTMENT AREA MAP**  
(This RFQ is limited to the communities of  
Lomita, Long Beach, Signal Hill, and Torrance)

